

How To:

Send an EPCS Prescription

Note: Prescribing controlled substances with DoseSpot requires an additional purchase and completion of an identity verification process.

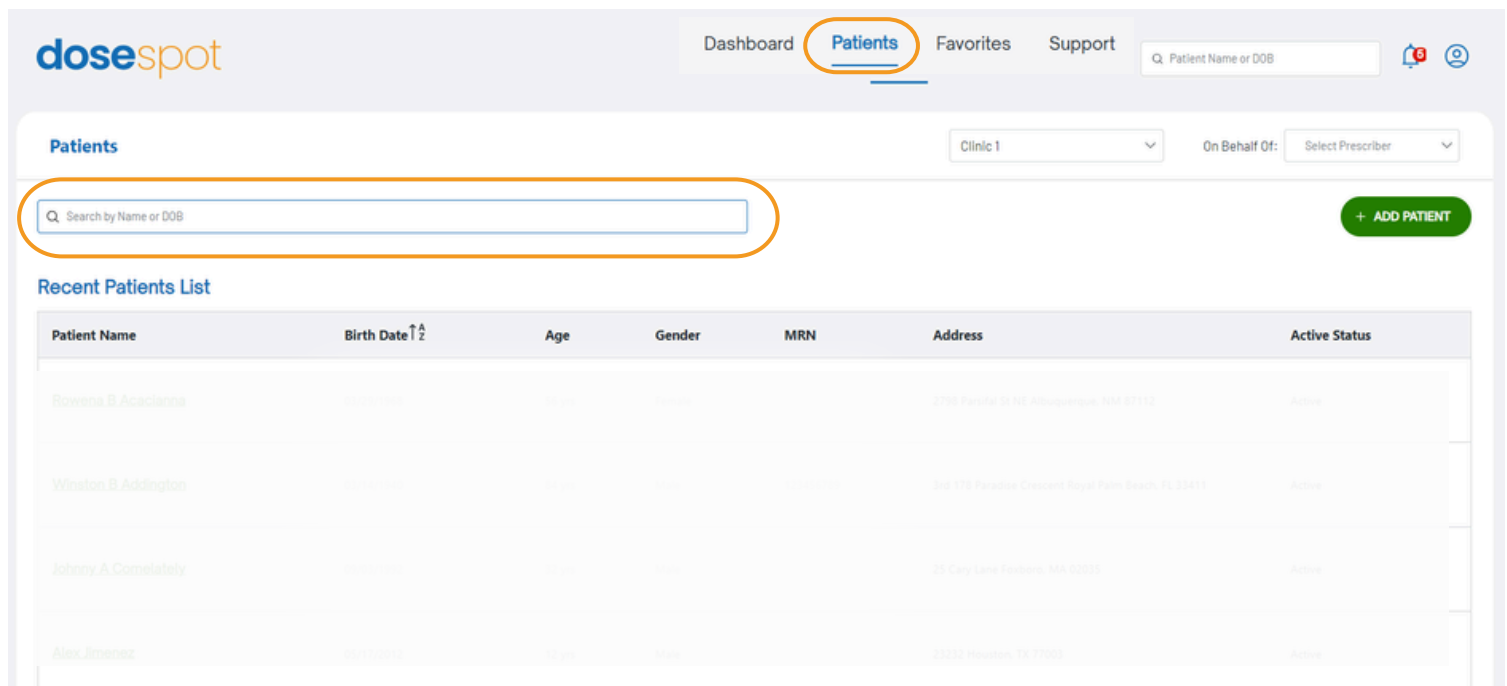
What's Inside

- Find the Patient
- Edit Patient Information
- Add a Prescription
- Save a Draft Prescription
- Send a Prescription
- Final Review & Sign Off
- DUO Authentication
- Prescription Status

How To Send an EPCS Prescription

Find the Patient

1. Select the **Patients** tab on the top of your screen.
2. Use the search option to find the patient you would like to send a prescription for.
3. Once the patient is found, click on their name to view the patient landing page.



The screenshot shows the DoseSpot web application interface. At the top, there is a navigation bar with the 'dosespot' logo on the left and 'Dashboard', 'Patients', 'Favorites', and 'Support' tabs on the right. The 'Patients' tab is highlighted with an orange circle. To the right of the tabs is a search bar labeled 'Q. Patient Name or DOB' and two notification icons. Below the navigation bar, the main content area is titled 'Patients'. It features a search bar labeled 'Q. Search by Name or DOB' which is also circled in orange. To the right of the search bar is a green button labeled '+ ADD PATIENT'. Below the search bar is a section titled 'Recent Patients List' which contains a table with patient information.

Patient Name	Birth Date ↑ ↓	Age	Gender	MRN	Address	Active Status
Rowena B Acacianna	05/20/1968	55 yrs	Female		2708 Pascual St NE Albuquerque, NM 87112	Active
Winston B Addington	06/14/1960	54 yrs	Male	10262700	304 178 Paradise Crescent Royal Palm Beach, FL 33411	Active
Johnny A Cornelately	06/01/1960	55 yrs	Male		25 Cary Lane Foxboro, MA 02035	Active
Alex Jimenez	06/15/2004	19 yrs	Male		23232 Houston, TX 77059	Active

Edit Patient Information

On the patient landing page, you can:

- 1 View or Edit Patient Information**
Easily view or edit patient information to ensure accurate and up-to-date records, enhancing care and communication.
- 2 View Coverage Details**
Access and review coverage details to ensure patients receive the benefits they need, helping you provide informed care.
- 3 Add or Update Drug Allergies**
Quickly add or update drug allergies to maintain accurate patient records, ensuring safety and informed treatment decisions.
- 4 Manage Preferred Pharmacies**
Manage the patient's preferred pharmacies, including the option to set a default pharmacy that seamlessly carries over into the prescribing flow, saving you time and effort with each prescription.

The screenshot shows the DoseSpot interface for a patient named Perseus Abingdon. The left sidebar contains patient overview information and a 'Manage Patient Pharmacies' button with a '4' badge. The main content area is divided into sections: 'Patient Information' with links for 'View/Edit Patient Information' (1) and 'View Coverage Details' (2); 'Drug Allergies' with a link for 'Add/Edit Drug Allergies' (3); 'Tasks (6)'; and 'Perseus's Prescriptions' with a table of prescriptions. The top navigation bar includes 'Dashboard', 'Patients', 'Favorites', 'Support', and a search bar.

Perseus Abingdon
DOB: 09/01/2012
Gender: Male

Patient Overview 6
Medication History

+ ADD A PRESCRIPTION

Default Pharmacy:
Gateway Pharmacy
1048 N McEwan St
Clare, MI 486171154

Manage Patient Pharmacies 4

Patient Information

Address: 98 Bayview Ave
New Rochelle, NY 10805
Phone: (347) 654-7751
Height: 58 inch Weight: 75 lb

Insurance Plan PRO-NY-12
Retail: Covered
Mail Order: Covered
Member ID: PRO-PBM*NY*217754X

[View/Edit Patient Information](#) 1

[View Coverage Details](#) 2

Drug Allergies

- Peanut (Allergy)
- Amoxicillin (Allergy)

[Add/Edit Drug Allergies](#) 3

Tasks (6)

Perseus's Prescriptions

Prescriptions Self-Reported Medications

Search medication or prescriber

☒ View Inactive Medications

Prescription	Quantities	Pharmacy	Sent By	Sent On	Status
test					
- Addyi Oral Tablet 100 MG - Adderall Oral Tablet 10 MG	Dispense: 20 Refills: 0	Gateway Pharmacy, 1048 N McEwan St Clare, MI 486171154	christian prescriber View Details	Jan 7, 2025 5:53 PM MST	Inactive Completed
Substitutions Allowed 20 day supply Sig: test directions Effective Date: 01/06/2025					
Adderall Oral Tablet 10 MG					

Add a Prescription

4. Select the **+ Add a Prescription** button.

+ ADD A PRESCRIPTION

5. If the patient already has a default pharmacy selected, you will be taken directly to the medication entry screen without needing to select a pharmacy.

If the patient doesn't have a default pharmacy, you'll need to select one before adding the medication. You can search by pharmacy name, address, zip code, or phone number. Once you find the desired pharmacy, select it and click **Next** to continue.

The screenshot shows the 'Add Prescription' interface. At the top, there's a breadcrumb trail: 'Choose Pharmacy > Add Prescriptions > Review'. Below this is a search bar with a magnifying glass icon, a dropdown arrow, and a close button. The search bar contains the text 'Q Brooks'. Below the search bar, the results are titled 'Search Results: Brooks'. There are two results listed: 'Capsule - New York' and 'Brooks #1'. The 'Brooks #1' result is highlighted with a blue border and includes the address '548 Dyer Ave Cranston, RI 02920' and phone/fax numbers. To the right of the search results is a map of the Providence area with a red pin indicating the location of Brooks #1. The map shows major roads and surrounding areas like Johnston, Cranston, and Pawtucket. At the bottom right of the map, there are two buttons: 'CANCEL' and 'NEXT'.

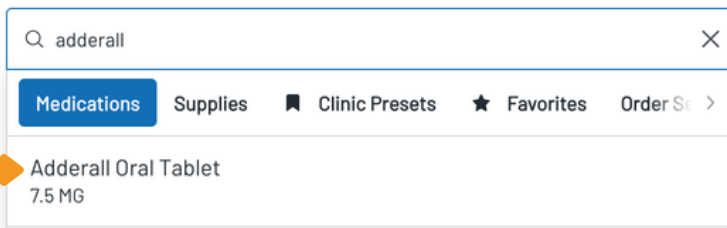
Note: If the patient lacks a preferred pharmacy, a popup will prompt them to set the selected pharmacy as their default.

The screenshot shows a popup dialog box with a close button (X) in the top right corner. The text inside the dialog reads: 'Do you want to make Brooks Pharmacy the preferred pharmacy'. Below the text are two buttons: 'NO' and 'YES'.

6. To add a medication, enter the prescription name in the search bar and select the Medications tab. Select the desired strength from the results.

Add Prescription

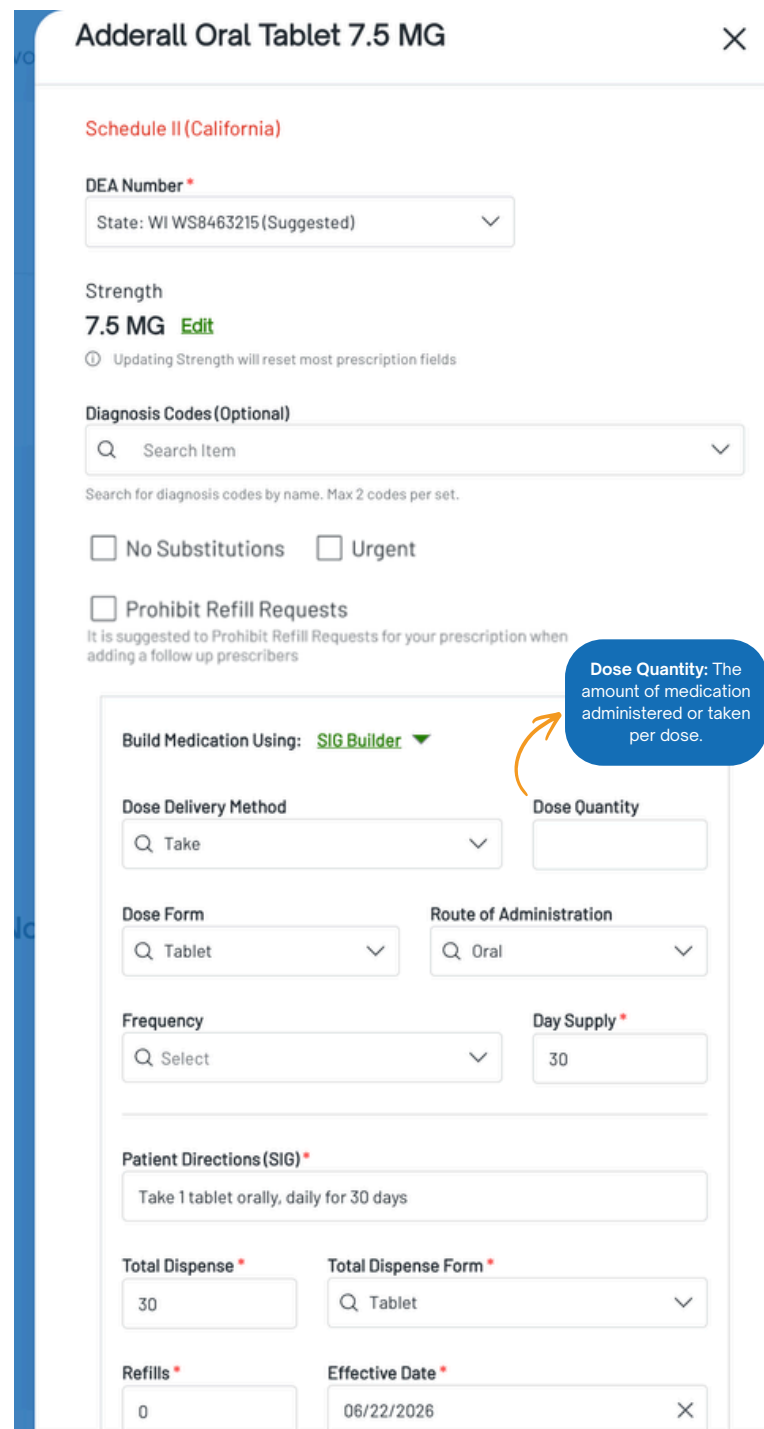
[Choose Pharmacy](#) > [Add Prescriptions](#) > Review



7. Once selected, you can edit the prescription details, including:

- DEA Number
- Medication Strength
- If you prefer that the pharmacy not consider alternatives, choose **No Substitutions**.
- Indicate whether the prescription is **Urgent**.
- Indicate whether to **Prohibit Refill Requests** for this prescription.
- Dosage amount, form, day supply, and number of allowed refills.

NEW: Our SIG builder will automatically populate patient directions and calculate the total dispense amount based on the dosage information provided.



- **Set Dose Designation** of initial, maintenance, or subsequent.
- Review or edit the pharmacy where the prescription will be sent.
- Select from the provided pharmacy notes or add custom notes.
- Select **Add Follow Up Prescriber** to name a different prescriber for follow up communications from the pharmacy.

Set Dose Designation

Pharmacy

CVS Pharmacy #201, 7 Crosshaven Drive, Birmingham, AL... X

Pharmacy Notes (Optional)

Select Custom Common Note V

Enter text for pharmacy

+ Add Follow Up Prescriber

★ Create as Favorite

Clear

CANCEL

CREATE MEDICATION

- When enabled, the follow up prescriber's first name, last name, and phone number are required.

CREATE MEDICATION

8. Click **Create Medication** to save.

9. After creating a medication, you'll return to the Add Prescription page, where the medication will be listed under **Items to Prescribe**.

10. You can now **bulk prescribe medications**, making it easier and faster for you to manage patient care. Simply follow the same steps outlined above to add any additional medications needed for the patient.

11. Click **Next** to review your prescriptions before sending.

Add Prescription

[Choose Pharmacy](#) > [Add Prescriptions](#) > Review

[+ Custom Supply](#) [+ Custom Compound](#)

Premade Prescription Lists

[Clinic Presets](#) [★ Favorites](#) [Order Sets](#)

Antibiotic Favorite Example
Amoxicillin Oral Capsule 250 MG Tablet Dispense: 10, Refills: 0

Clinic Favorite Example
Tylenol Oral Capsule 325 MG Capsule Dispense: 30, Refills: 1

Items to Prescribe (2)

[Delete All Items](#)

Amoxicillin Oral Tablet 500 MG
Take 1 tablet orally, daily for 15 days.
Dispense: 15 Refills: 0
⚠ Drug/Allergy Interaction(s)

MEDICATION

[Prescription Benefits](#)

Bactrim DS Oral Tablet 800-160 MG
Take 1 tablet orally, daily for 30 days.
Dispense: 30 Refills: 0

MEDICATION

[Prescription Benefits](#)

[CANCEL](#)

[NEXT](#)

6

NEW: Save a Draft Prescription

When you add a prescription to Items to Prescribe section, it will be saved as a draft. If you leave the prescription workflow while these items are still listed, you can return to them anytime from the patient landing page by selecting the **Continue Prescription** button.

Add Prescription

[Choose Pharmacy](#) > [Add Prescriptions](#) > Review

[+ Custom Supply](#) [+ Custom Compound](#)

Premade Prescription Lists

[Clinic Presets](#) [Favorites](#) [Order Sets](#)

Antibiotic Favorite Example
Amoxicillin Oral Capsule 250 MG Tablet Dispense: 10, Refills: 0

Clinic Favorite Example
Tylenol Oral Capsule 325 MG Capsule Dispense: 30, Refills: 1

Items to Prescribe (2)

Amoxicillin Oral Tablet 500 MG

Take 1 tablet orally, daily for 15 days.
Dispense: 15 Refills: 0

⚠ Drug/Allergy Interaction(s)

MEDICATION

Prescription Benefits

Bactrim DS Oral Tablet 800-160 MG

Take 1 tablet orally, daily for 30 days.
Dispense: 30 Refills: 0

MEDICATION

Prescription Benefits

[Delete All Items](#)

CANCEL

NEXT

dosespot

Perseus Abingdon
DOB: 09/01/2012
Gender: Male

Patient Overview 6
Medication History

CONTINUE PRESCRIPTION
You have 1 prescription marked as draft

Default Pharmacy:
Gateway Pharmacy
1048 N McEwan St
Clare, MI 486171154
[Manage Patient Pharmacies](#)

Patient Information

Address: 98 Bayview Ave
New Rochelle, NY 10805
Phone: (347) 654-7751
Height: 58 inch **Weight:** 75 lb

Insurance Plan: PRO-NY-12
Retail: Covered
Mail Order: Covered
Member ID: PRO-PBM^NY^217754X

[View/Edit Patient Information](#) [View Coverage Details](#)

Tasks (6)

Perseus's Prescriptions

[Prescriptions](#) [Self-Reported Medications](#)

Prescription	Quantities	Pharmacy	Sent By
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Send a Prescription

12. Review prescription details in the list to verify that everything is correct. You can update any prescription by clicking on the edit icon.

13. Click the **Approve & Send** button.

Add Prescription

Choose Pharmacy > Add Medications > Review

☒	Prescription Details	Quantities	Pharmacy	Entered By	Entered On	Status
☒	Adderall , 7.5 MG Tablet Substitutions Allowed Schedule II (Michigan) SIG: Take 1 tablet orally, daily for 30 days. Effective Date: 11/05/2024	Dispense: 30 Refills: 0	CVS # 8095, 26220 CROCKER, HARRISON TWP., MI 48045	undefined undefined View Details		 

[Save As Pending Prescription](#) [Approve & Print](#) [CANCEL](#) [APPROVE & SEND](#)

14. If any outstanding actions need your attention, they will appear in a consolidated **Actions Before Sending** view.

This ensures you can quickly address all requirements before sending the prescription.

Actions Before Sending

Reassignment Actions Needed

One or more of the selected prescriptions were entered by another prescriber. To proceed with 'Approve and Send,' please confirm that you want to reassign them to yourself as the primary prescriber.

Prescription Name & Dosage	Patient	Prescriber
Med 1(generic), 5 mg Tablets	Patient 1	Prescriber 2
Med 2, 10 mg Capsules	Patient 1	Prescriber 2
Med 3(generic), 5 mg Tablets	Patient 2	Prescriber 3

☒ I Confirm to reassign prescriptions to myself as the main prescriber

Update Medication Effective Dates

The following Prescriptions effective dates have expired. Please review the updated effective dates or change to a future effective date for the following prescriptions.

Medication 1, 2MG PO Tablet Substitutions allowed, SIG: take twice per day. Dispense: 60, Refills: 2	Expired Effective Date ##/##/2023	New Effective Date <Updated Current Date>
Medication 2, 2MG PO Tablet Substitutions allowed, SIG: take twice per day. Dispense: 60, Refills: 2	Expired Effective Date ##/##/2023	New Effective Date <Updated Current Date>
Medication 3, 2MG PO Tablet Substitutions allowed, SIG: take twice per day. Dispense: 60, Refills: 2	Expired Effective Date ##/##/2023	New Effective Date <Updated Current Date>

Prior-Authorization Required

The following medications you selected to Approve and Send require Prior Authorizations do you want to initiate the Prior Authorization process before sending these prescriptions.

Prescription Name & Dosage	Patient
Med 1(generic), 5 mg Tablets	Patient 1
Med 2, 10 mg Capsules	Patient 1

Final Review & Sign Off

15. Once you have completed all actions, you will be directed to the **Final Review & Sign Off** page. Here, you can review the prescriptions and enter your PIN number.

Final Review & Sign Off

×

Patient Information: Perseus Abingdon
DOB: 09/01/2012 Address: 98 Bayview Ave New Rochelle, NY
MRN: 10805
Phone: (347) 654-7751

Prescriber: Clinician, Prescriber Supervisor:

Please check this controlled substance within your state(s) PDMP: <https://pdmp.wi.gov/>

Controlled Substances (1)

Please review the following controlled substances below that will be signed off and sent for this patient.

Prescription ↑↓	Designation	Quantities	Day Supply	Prescriber Address	
Adderall XR Oral Capsule Extended Release 24 Hour 10 MG Substitutions Allowed Capsules SIG: Take 1 orally, for 30 days Effective Date: Mar 3, 2026 Date Written: Mar 3, 2026	Schedule II (New York) DEA #: WS8463215	Dispense: 30 Refills: 0	30	123 sample st Waltham, WI 06542	×

Final Actions for Sign Off

1. Enter PIN Number and Sign

☒ Ready to Sign Prescription(s) *

PIN Number

....

👁

Input your 4-digit PIN number.

[Update your PIN Number](#)

CONFIRM AND SIGN & SEND

2. DUO Two-Factor Authentication

DUO Authentication

16. After you've entered your PIN, you will be asked to complete **DUO Authentication** through the DUO mobile app. A push notification will be sent to your app. Simply open the notification and follow the on-screen prompts to finalize the authentication and send your prescription.

If your DUO push notification fails, you have two options:

- Click the **Resend DUO Notification** button to initiate the push notification again.
- Click **Use a One-Time Passcode** to enter the 6-digit TFA code found in your DUO mobile app.

Final Actions for Sign Off

✓ Step 1 Completed

2. DUO Two-Factor Authentication

Open notifications from the DUO App on your phone and complete the instructions to finish sending your prescriptions.

⌚ Check DUO on phone for authentication...

CANCEL

RESEND DUO NOTIFICATION

Issues Logging In with DUO Push?

[Use a One Time Passcode instead](#)

Prescription Status

17. Once authentication is complete, you will be automatically navigated to the patient’s **Prescriptions** section, allowing you to check the prescription status and confirm its delivery.

Perseus's Prescriptions

Prescriptions

Self-Reported Medications

Q Search medication or prescriber

☐ View Inactive Medications

Prescription	Quantities	Pharmacy	Sent By	Sent On	Status		
Xanax Oral Tablet 0.5 MG Substitutions Allowed 30 day supply Sig: Take 1 tablet orally, daily for 30 days. Effective Date: 12/06/2024	Dispense: 30 Refills: 0	Brooklyn @ Gates Pharmacy, 92 Gates Ave Brooklyn, NY 11238	jacqueline prescriber View Details	Dec 6, 2024 9:09 PM MST	Active Pharmacy Verified	:	×
First Aid Kits Combination Kit Substitutions Allowed Sig: Use as needed Effective Date: 12/06/2024	Dispense: 2 Refills: 30	Brooklyn @ Gates Pharmacy, 92 Gates Ave Brooklyn, NY 11238	jacqueline prescriber View Details	Dec 6, 2024 9:03 PM MST	Active Pharmacy Verified	:	×
NanoVM Adult Oral Powder Substitutions Allowed 30 day supply Sig: Take 1 gram orally, daily for 30 days. Effective Date: 12/05/2024	Dispense: 30 Refills: 0	Brooklyn @ Gates Pharmacy, 92 Gates Ave Brooklyn, NY 11238	jacqueline prescriber View Details	Dec 5, 2024 7:46 PM MST	Active Pharmacy Verified	:	×